

## CAN-CAMP 2010 – INFORMATION FOR CAMP DIRECTORS

- WHAT IS CAN-CAMP?** It's a 'direct placement' J-1 visa service for your Canadian staff. It was initiated by BUNAC in 1987 as a subsidiary of our *Summer Camp USA* program (BUNACAMP then!) at the request of many camp directors.
- WHO CAN APPLY?** Canadian citizens, permanent residents of Canada, and non-Canadian visitors who currently hold temporary work or student visas in Canada. The minimum age requirement to qualify for J-1 status is **18 years old at the time of entry to the United States.**
- WHAT IS THE PROGRAM FEE?** Returners pay \$210, first-timers \$225. Shipping via FEDEX is \$25 after May 1st. See below for insurance costs. SEVIS is \$35 - please consider reimbursing staff this fee.
- WHO PAYS?** Applicants may pay BUNAC in US dollars by cashier's check sent along with the application. Camps may pay by camp check. A popular and simple method is to pay 'on account' using one check for several staff. All unused funds are reimbursed. There is **no credit card option!**
- WHAT SHOULD MY CANADIAN STAFF SEND TO BUNAC?**
- CAN-CAMP 2010 Application form, (see Applicant Pack).
  - Criminal background clearance certificate (**ask them for a copy, too**)
  - (Support staff only) Proof of full-time student enrolment (2009-10 academic year)
  - Camp contract/agreement
  - Payment (camp check or USD cashier's check)
  - CAN-CAMP reference form (see Applicant Pack)
  - Photocopy of details page of passport
- Applicants returning to work *at a different camp* in 2010 must supply a short written recommendation from their former U.S. camp director (an email or a fax is fine).
- WHAT DO I SEND TO BUNAC?** Please register with BUNAC at <http://www.bunac.org/usa/summercampusa/>.
- IS MEDICAL AND TRAVEL INSURANCE REQUIRED?** Yes! Applicants to CAN-CAMP must either purchase the BUNAC insurance policy or show proof of owning a policy, which meets the U.S. government requirements for this program. See details below on the Fees and Insurance page, and also in the Terms and Conditions for the program.
- AN IMPORTANT NOTE ABOUT THE CONTRACT AND VISA START DATES** The program start date recorded on the DS-2019 will be the date on which the staff contract begins. Staff may enter the US **up to 30 days prior for personal travel only, i.e. not to work.** If you are hiring for pre-camp, the contract **must have the pre-camp start date clearly printed on it or on a separate contract.** If you change the contract start date **AFTER** the DS-2019 has been processed, a replacement must be requested at a cost of US\$25 plus courier fees.
- VISA RESTRICTIONS** Camp health center/nursing staff are not permitted J-1 visas.
- HOW DO MY STAFF APPLY FOR A PASSPORT?** Go to Passport Canada at [www.ppt.gc.ca](http://www.ppt.gc.ca) to apply. Passports are now required for entry into the U.S. from Canada.
- WHO IS THE PROGRAM SPONSOR?** IENA - International Exchange of North America - has been designated by the U.S. State Department as the official sponsor of J-1 Camp Counselor and Summer Work Travel programs. Every participant will receive an IENA Sponsorship pack, and you will also receive detailed and accurate information regarding tax and social security as it pertains to international staff.
- PLEASE SCROLL DOWN FOR:**
- PAYMENT OF FEES - page 2.
  - OUTLINE OF INSURANCE - page 3.
  - TERMS AND CONDITIONS which are subsidiary to the standard SCUSA Program Terms and Conditions, on page 4.
  - INVOICE SHEET for listing your participants and sending funds on account, page 5.

### ANY QUESTIONS?

BUNAC USA • PO BOX 430 • SOUTHURY • CT 06488  
TEL: 1 (800) 462-8622 • FAX: 1 (203) 264-0251 • EMAIL: [cancamp@bunacusa.org](mailto:cancamp@bunacusa.org)

**CAN-CAMP 2010 PROGRAM FEES****ACCEPTED METHODS OF PAYMENT:**

- Camp check
- Cashier's check drawn on a U.S. bank
- All fees are in U.S. dollars and are made payable to BUNAC

**(SORRY, THERE IS NO CREDIT CARD OPTION, NOR CAN WE ACCEPT PERSONAL CHECKS FROM APPLICANTS).**

FIRST-TIME APPLICANTS:	\$225
RETURNING STAFF:	\$210
COURIER SHIPPING CHARGE:	\$25**
MEDICAL/TRAVEL INSURANCE:	\$200 (PLAN A) \$250 (PLAN B)

\*\* NOTE: The DS-2019 package is shipped to *Canadian addresses* only. The courier fee is mandatory for applications submitted within 4 weeks of travel or **after 1<sup>st</sup> May 2010**, whichever is earlier. It is optional for applications submitted sooner than 1<sup>st</sup> May, though always strongly recommended for safe, expedited delivery.

## **INSURANCE COVERAGE IN THE USA**

**It is a government regulation and therefore a condition of this program, that participants show proof of adequate insurance coverage.** BUNAC offers a group policy. Canadian participants (only) may choose between purchasing the BUNAC policy (Plan A or B) or one purchased from a Canadian insurer. Applicants need to provide the coverage details (company name and policy number) for their independently purchased insurance on the *CAN-CAMP* application form. Coverage must be equivalent in all categories to the BUNAC policy.

### **BUNAC GROUP INSURANCE COVERAGE**

#### **PREMIUM \$200 (PLAN A) OR \$250 (PLAN B) WITH NO DEDUCTIBLES**

Please go to <http://www.bunac.org/uk/insurance/claim2010.pdf> to read the policy in full. This insurance covers BUNAC 2010 participants while they are active and bona fide participants in a current BUNAC exchange program in North America. If participants choose to purchase this insurance, coverage is for a period of up to 4 months but in any case **no later than 10th October 2010**. Complete details (including claim form) will be sent to participants on receipt of the premium. Cover is through the National Union Fire Insurance Company of Pittsburgh, PA – a subsidiary of Chartis.

### **Outline of Benefits**

Accidental dismemberment	Up to \$15,000
Medical (accident or sickness)	\$1,000,000 (Plan A) \$2,000,000 (Plan B)
DENTAL TREATMENT IS LIMITED – Emergency alleviation of pain only. Please advise staff to have dental check-up before coming to camp.	
Preparation and Transportation of Remains	Up to \$7,500
Cancellation and Curtailment (travel expenses only)	Up to \$1,590
Baggage and Personal Effects	Up to \$5,000 (\$2,000 limit on Valuable Articles, \$500 on any item. Jewelry items (except watches) are NOT covered.

All figures are in U.S. dollars.

## CAN-CAMP 2010 TERMS & CONDITIONS

*These Terms and Conditions are additional to the general BUNAC PROGRAM TERMS AND CONDITIONS 2010 - SUMMER CAMP USA and KAMP.*

- 1 The counselors and support staff you intend to hire from Canada must be **at least** 18 years of age by their date of entry into the United States.
- 2 You understand that, for all *CAN-CAMP* participants, even though a DS-2019 has been issued, it is the Customs and Border Protection officer at the border or at the consulate who have the final say as to whether the J-1 Visa status is granted. Please also see our CANCELLATION POLICY below.
- 3 **You, the camp director, guarantee that:**
  - This applicant has been both screened and interviewed via your camp's own selection process. You will obtain a copy of the background check directly from the applicant. You will accept full responsibility for the performance of the applicant at camp.
  - You will provide the applicant with full, written information on your camp and on his/her individual responsibilities.
  - You will provide without charge both room and board and other such facilities as you would by agreement provide for a non-Canadian staff person.
  - You will agree to discuss transportation to camp directly with the applicant. We regret that BUNAC cannot help with facilitating travel from Canada.
  - The *CAN-CAMP*er will not be paid less than the gross amounts normally paid to US staff, unless he/she specifically agrees otherwise in writing and BUNAC holds a copy of such agreement (see *Summer Camp USA 2010 Program Terms and Conditions* - grey sheet).
  - If an applicant chooses not to take insurance through BUNAC, you will indemnify BUNAC from any claims or liabilities so resulting.
  - If an applicant cancels from the program after the Form DS-2019 has been issued, or is denied a visa by the US consulate or entry at the border, or fails to arrive at camp as scheduled, **you will notify BUNAC immediately.**
- 4 **IENA and BUNAC:**
  - Reserves the right to reject, **at any stage**, any application which is not considered to be in the best interests of the program.
  - Will fully honor the obligations of a program sponsor to the applicant.
- 5 **CANCELLATION:**
  - a) If you, or the applicant, contact BUNAC **BEFORE** the DS-2019 has been processed, there is a full refund. If you contact BUNAC after the DS-2019 is processed, but before it is printed, \$80 is refundable to first-time staff, and \$70 to returning staff. Note: applications are usually processed on the day of receipt. There is **NO REFUND** if the applicant cancels **AFTER** the DS-2019 has been issued.
  - b) If a participant is denied a visa by the US Embassy or refused entry at the border, there will be **NO REFUND** as we will have done the full amount of work on your behalf as promised.
  - c) The insurance premium is only refundable if the applicant does not enter the USA and the DS-2019 has been returned to BUNAC.
  - d) In the event of a cancellation, *CAN-CAMP* applicants are **required to return the DS-2019 form to BUNAC. IENA is required to report the cancellation to SEVIS. Failure to do so could result in considerable problems later.**

## INVOICE/COVER SHEET FOR CAN-CAMP FEES

Camp ..... is paying the CAN-CAMP fees indicated below for the following staff:

	NAME OF CAN-CAMPER	FIRST-TIME APPLICANT \$225	RETURNER FEE \$210	INSURANCE \$200 (A) or \$250 (B)	COURIER \$25	SUBTOTAL Per Person \$
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**Please make checks payable to:**  
**BUNAC USA**  
**P O BOX 430**  
**SOUTHBURY, CT 06488**

Total Fees Enclosed: \$.....